



## Description

The Court of Common Pleas of Northumberland County is seeking a judicial law clerk in Eighth Judicial District in Sunbury, Pennsylvania.

This Judicial Clerkship represents a unique opportunity to observe and be professionally involved with all aspects of the legal system. Judges in Northumberland County handle any and all types of civil and criminal cases that come through the court system, unlike certain counties where Judges are assigned to a particular division. If you want to learn about every aspect of the legal system, this clerkship is for you. Employment is on a full-time basis and includes benefits such as health insurance.

## Typical Duties

- Assist Her / His Honor with legal research
- Writing of Opinions / Orders
- Case Management
- Assists the Judges, Court Administration, and other departments and staff as required/directed by the assigned Judge.

## Minimum Qualifications

- Bachelor's Degree from an accredited college or university
- Juris Doctor Degree from an accredited law school.

## Additional Qualifications/Preferences

- Possess knowledge of relevant laws, statutes, legal processes and procedures.
- General knowledge of Microsoft Office products required; participation in training provided by the employer is expected.
- Knowledge of contemporary office practices and procedures.

## How to Apply

- Interested candidates should submit a cover letter, resume, writing sample and a list of three references to Kevin F. O'Hearn, Court Administrator via email at [kevin.ohearn@norrycopa.net](mailto:kevin.ohearn@norrycopa.net)

Northumberland County recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. Northumberland County hiring and employment policies and procedures are

intended to confirm to all applicable state and federal laws governing fair and non-discriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.